Understanding Definitions and Applying Web TCAS Codes

Objective

♦ Accurately report into Web TCAS using:

- Program descriptions
- Activity codes and definitions
- Program modifier codes

General Philosophy

♦ Simplified process

♦ Accurate information

♦ Greater consistency

Major Changes in TCAS

♦ Effective October 1, 2001

♦ Programs

♦ Activities

♦ Program modifiers

Integrated Accountability System (IAS) Enhancements

Objective

♦ **Accurately report into Web TCAS using:**
- **Program descriptions**
- **Activity codes and definitions**
- **Program modifier codes**

2.2

Integrated Accountability System (IAS) Enhancements

General Philosophy

♦ **Simplified process**
♦ **Accurate information**
♦ **Greater consistency**

2.3

Integrated Accountability System (IAS) Enhancements

Major Changes in TCAS

♦ **Effective October 1, 2001**
♦ **Programs**
♦ **Activities**
♦ **Program modifiers**

2.4

Reportable Items Handbook

♦ Codes handbook

- In order to assist employees, several guidance documents will be produced:
  - ✓ Reportable items handbook will contain Web TCAS and PRMS definitions
  - ✓ Online definitions
  - ✓ Easy reference cards

Programs

♦ Most initiatives are no longer reported (Salmon Recovery) as separate codes.

♦ "Benefits All Programs" (Code 51) is no longer an option; you must choose one.

♦ Program modifiers have been added. Direction will be supplied by the State Conservationist.

Activities

♦ "Other Activities" is *no longer* an option.

♦ A few new codes have been *added* to provide clarity and additional information for Congress and Agency Management.

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Accurate Information

◆ The charging of activities to programs *based on the time spent with each program on a land unit.*

◆ Now reported by the *County worked, not* the duty station location.

Establishing a Profile of Activities

Activities Comparison

◆ Current system activities (10 codes)

• Planning

• Application

• Practice/System Maintenance and Follow-up

◆ New activities (13 codes)

• Planning Assistance

• Application Assistance

• Practice/System Maintenance and Follow-up
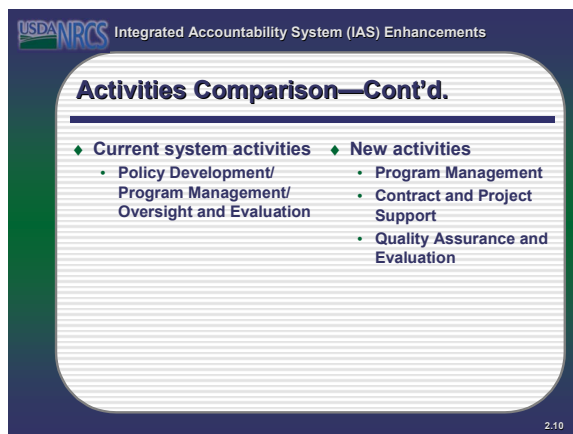
Activities Comparison—Cont'd.

♦ Current system activities
  • Policy Development/
    Program Management/
    Oversight and Evaluation

♦ New activities
  • Program Management
  • Contract and Project Support
  • Quality Assurance and Evaluation

Activities Comparison—Cont'd.

♦ Current system activities
  • Resource Inventory and Database
    Development

♦ New activities
  • Resource Surveys, Studies, and Analyses
  • Soil Survey

Activities Comparison—Cont'd.

♦ Current system activities
  • Training
  • Technology Development and Transfer

♦ New activities
  • Training
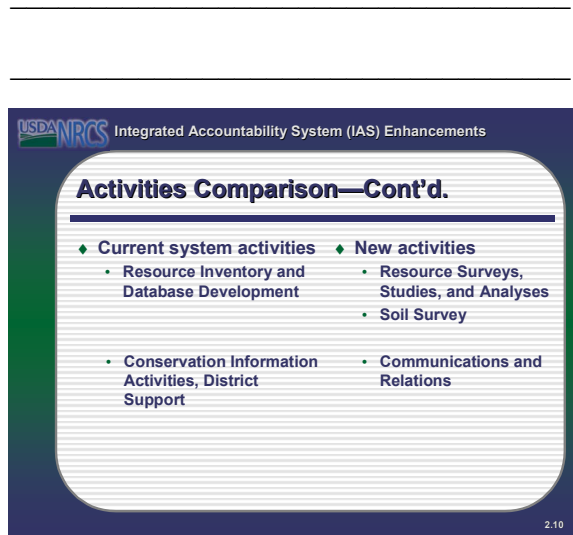 • Technology Development, Transfer and
    Maintenance

Activities Comparison—Cont'd.

♦ Current system activities
  • Administration
  • Other Activities

♦ New activities
  • Administrative Support Infrastructure Activities
  • Management and Supervision

Planning Assistance (Planning Asst)

♦ Technical assistance for planning of land use and treatment decisions by individuals, units of government, tribes, organizations and groups.

♦ Includes collecting and analyzing resource data, developing and evaluating conservation alternatives, and documenting decisions (steps 1-7 of the NRCS planning process).
  • Examples:
    ✓ analyzing landowner resource needs
    ✓ developing maps
    ✓ conducting inventories and evaluations including National Environmental Policy Act (NEPA), cultural resources, and Endangered Species Act (ESA) considerations

Planning Assistance (Planning Asst)—Cont'd.

- Examples—Cont'd.:
  - ✓ completing Highly Erodible Lands (HE)L, hydric soil, and wetland determinations
  - ✓ developing coordinated resource management and area-wide plans
  - ✓ reviewing erosion/sediment control plans
  - ✓ onsite soil and geologic investigations
  - ✓ planning associated with watershed and river basin planning, surveys, and investigations, flood prevention, watershed rehabilitation, and RC&D measures.

Application Assistance— (Application Asst)

♦ Survey, design, and installation of all land treatment practices and structures under all programs (cost shared and non-cost shared) as described in step 8 of the NRCS planning process.
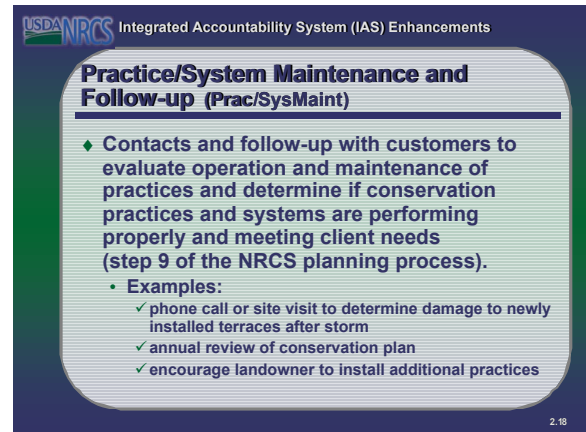
- Examples:
  - ✓ design, survey, and prepare drawings
  - ✓ lay out practices
  - ✓ do construction and field checks
  - ✓ prepare as-built plans

Practice/System Maintenance and Follow-up (Prac/SysMaint)

♦ Contacts and follow-up with customers to evaluate operation and maintenance of practices and determine if conservation practices and systems are performing properly and meeting client needs
(step 9 of the NRCS planning process).

- • Examples:
  - ✓ phone call or site visit to determine damage to newly installed terraces after storm
  - ✓ annual review of conservation plan
  - ✓ encourage landowner to install additional practices

Program Management (Program Mgmt)

♦ Program management and analysis activities at the national, regional, state and field levels. Includes developing rules, policies, and procedural manuals, and handbooks for funding and implementing agency programs and providing guidance including program training.

- • Examples:
  - ✓ drafting and issuing policy and procedures
  - ✓ reviewing, soliciting, and analyzing comments researching laws and policies
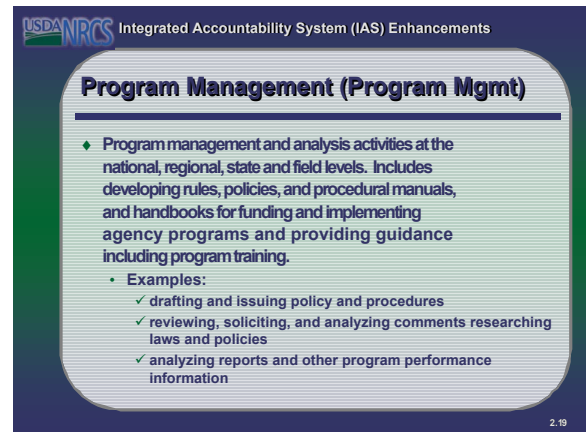 - ✓ analyzing reports and other program performance information

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Contract and Project Support (Contract&ProjSppt)

♦ Development, modification, and execution of program contract requirements. Includes developing application ranking criteria, determining eligibility criteria for a conservation program, and assigning environmental benefits for program offers.

- Examples:
  - ✓ developing contract support documents
  - ✓ processing modifications and payment documents
  - ✓ processing disputes and claims
  - ✓ preparing reports for administrative appeals and hearings

Resource Surveys, Studies, and Analyses (Resource)

♦ Development, collection, database input, maintenance, digitization, analysis and presentation of resource data originating from the National Resources Inventory (NRI), Resource Conservation Act (RCA), National Conservation Program (NCP), strategic plan, snow survey, and plant materials programs.

- State and/or local inventories that are not the result of conservation planning with a client are included.

Resource Surveys, Studies, and Analyses (Resource)—Cont'd.

- Examples:
  - ✓ time used to collect snow survey and water supply data
  - ✓ collect NRI field data
  - ✓ collect resource and hydrologic data used for flood studies and to delineate flood hazard areas
  - ✓ preparing damage survey reports after a natural disaster
  - ✓ working with local officials to conduct tillage surveys
  - ✓ conducting plant evaluations and field trials

Soil Survey (Soil Survey)

◆ Activities performed by personnel in production soil survey. Includes overall functions involving soil mapping, soil classification, soil correlation, soil technology, soil investigations for soil survey purposes, soil survey digitizing, soil survey manuscript preparation, and soil survey database preparation and maintenance in support of ongoing project soil survey activities.

Communication and Relations (Comm&Relations)

♦ Developing and presenting conservation information for employees, partners, customers, and stakeholders.

 • Examples:
 ✓ preparing or distributing pamphlets
 ✓ conducting public participation or public notification activities
 ✓ writing news or feature stories for local media
 ✓ preparing public service announcements
 ✓ planning, organizing, and conducting tours
 ✓ attending conservation district, RC&D council, and related meetings providing briefings to officials, and assistance provided by NRCS liaisons

Training (Training)

♦ Attending formal and informal technical training courses such as workshops and demonstrations.

♦ Technical training development related activities will use Technology Development and Transfer activity code

♦ Management and Supervision activity codes will be used for non-technical training.

 • Examples:
 ✓ completing self-paced modules
 ✓ field or classroom training sessions
 ✓ satellite and distance learning courses

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Technology Development, Transfer and Maintenance (TechDev/Tsf/Maint)

◆ Technology development, transfer and maintenance, including developing and delivering technical training.

- Examples:
  - ✓ updating and maintaining the field office technical guide (FOTG), technical standards, and references
  - ✓ developing a proposal for an interim practice standard
  - ✓ developing technology models and tools
  - ✓ presenting a workshop on prescribed grazing

Administrative Support Infrastructure Activities (AdminSppt)

◆ All activities performed by personnel in human resources, financial management, management services, information technology and civil rights and their support staffs.

◆ This activity is not for use by field employees.

Management and Supervision (Mgmt&Supervision)

♦ Providing or receiving supervisory/management assistance.
  • Examples:
    ✓ preparing performance standards
    ✓ conducting periodic employee reviews and appraisals
    ✓ participating in staff meetings
    ✓ preparing award recommendations and requests
    ✓ recruiting or hiring
    ✓ developing and reporting on business plans and budgets
    ✓ conducting workload analyses
    ✓ entering time and progress data, preparing, presenting, and attending non-technical training

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Quality Assurance and Evaluation (Qual&Eval)

♦ Conducting or participating in functional, oversight and evaluation, management, administrative, soil survey field, and other quality assurance reviews.

  • Examples:
    ✓ spot checks for engineering and agronomic practices
    ✓ status reviews for conservation compliance
    ✓ dam safety checks

Establishing a Profile

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Program Description

1. Conservation Technical Assistance — General (CTA-Genrl)
2. Conservation Technical Assistance — National Resources Inventory (CTA-NRI)
3. Conservation Technical Assistance — Grazing Lands Conservation (CTA-GLC)
4. Soil Survey (Soil)

Program Description—Cont'd.

5. Plant Materials Center (PMC)
6. Snow Survey (SNOW)
7. Resource Conservation & Development (RCD)
8. Emergency Watershed Program (EWP)
9. Watershed Planning (PL-06)

Program Description—Cont'd.

10. Flood Prevention Operations (WF-03)
11. Small Watershed Operations (WF-08)
12. Forestry Incentive Program (FIP)
13. Wildlife Habitat Incentives Program (WHIP)

CCC Program Descriptions

14. Agricultural Management Assistance Program (AMA)
15. Conservation Reserve Program (CRP)
16. Environmental Quality Incentive Program (EQIP)

CCC Program Descriptions—Cont'd.

17. Farmland Protection Program (FPP)
18. Soil and Water Conservation Assistance Program (SWCA)
19. Wetlands Reserve Program (WRP)
20. Colorado River Basin Salinity Control Program (CRBSCP)

Other Programs

21. Great Plains Conservation Program (GPCP)
22. Rural Abandoned Mine Program (RAMP)
23. Water Bank Program (WBP)

24-27. Reserved for future programs

CCC Program Descriptions
14. Agricultural Management Assistance Program (AMA)
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Program Modifiers from Web TCAS

Program Modifier Codes

◆ Reimbursable Federal (RF)

◆ Reimbursable Non-federal (RN)

◆ Prior Year Contracts (PY)

◆ Current Year Contract Activities (CY)

◆ CRP General Sign-Up Offers (CG)

◆ State and Local Programs (SL)

RF—Reimbursable Federal

◆ Use RF when the activity is reimbursed from another federal agency. An agreement between the funding entity will generally establish the scope and limitations within which NRCS is to be reimbursed.

◆ Applicable with CTA (excluding CRP), Plant Materials, Snow Survey, Soil Survey, Watershed Planning, Flood Prevention Operations, Small Watershed Operations, and RCD.

◆ Note: The State Conservationist will determine the applicability of this code to field offices

Current Federal Reimbursables for our State

♦ States should insert information into this slide

RN—Reimbursable Non-Federal

♦ Use RN when the activity is reimbursed from state, local, or other non-federal entity. An agreement between the funding entity will generally establish the scope and limitations within which NRCS is to be reimbursed.

♦ Applicable with CTA (excluding CRP), Plant Materials, Snow Survey, Soil Survey, Watershed Planning, Flood Prevention Operations, Small Watershed Operations, and RC&D.

♦ Note: The State Conservationist will determine the applicability of this code to field offices.

Current Non-Federal Reimbursables for our State

♦ States should insert information into this slide

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Current Federal Reimbursables for our State

♦ States should insert information into this slide

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RN—Reimbursable Non-Federal

♦ Use RN when the activity is reimbursed from state, local, or other non-federal entity. An agreement between the funding entity will generally establish the scope and limitations within which NRCS is to be reimbursed.

♦ Applicable with CTA (excluding CRP), Plant Materials, Snow Survey, Soil Survey, Watershed Planning, Flood Prevention Operations, Small Watershed Operations, and RC&D.

♦ Note: The State Conservationist will determine the applicability of this code to field offices.

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Current Non-Federal Reimbursables for our State

♦ States should insert information into this slide

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PY—Prior Year Contracts

♦ Use PY when the activity is for work on prior years' contracts.

♦ Applicable with the following programs:

• FIP	• CRBSCP
• WHIP	• GPCP
• AMA	• WF-03
• CRP	• WF-08
• EQIP	• EWP
• FPP	• RAMP
• SWCA	• WBP
• WRP	

CY—Current Year Contract Activities

♦ Use CY with program codes when work is related to current year contract activities.

♦ Applicable with the following programs:

• FIP	• WF-03
• WHIP	• WF-08
• AMA	• EWP
• CRP	
• EQIP	
• FPP	
• WRP	

♦ Note: Since SWCA is FY 2001 only, all contracts will be PY.

CG—CRP General Sign-Up Offers

♦ Use CG with CRP general sign-up offers only.

♦ This addition to the project code is for technical assistance provided to evaluate CRP offers, and calculate environmental benefit indices in general CRP sign-ups.

SL—State and Local Programs

♦ This code is available to states for capturing time associated with assistance to State or local programs.

♦ Each State will be able to identify up to 99 programs.

♦ Monitored programs will be selected by the State Conservationist and will be assigned a 4-digit code such as:

   • MD01—Chesapeake Bay Program in Maryland

   • OH01—Great Lakes Program in Ohio

   • Others

Adding State and Local Programs

Current State and Local Programs to be Monitored

♦ Insert information for particular State here

Example Exercise Instructions

♦ Time should be coded to the program used by the landowner to accomplish the conservation objectives.

♦ CTA-Genrl notes:

  • "Technical assistance associated with other program applications or contracts such as EQIP, CRP, or WRP should be charged to that specific program," and "providing technical assistance to grazing lands shall be reported to CTA-GLC (Grazing Land Conservation)."

Exercise 1 Instructions

♦ You have been asked to develop a conservation plan for a:

  • land unit of 100 acres with:

    ✓ 35 acres of grazing land
    ✓ 45 acres of cropland
    ✓ 20 acres of woodland

  • The landowner asks for planning and application assistance and uses the EQIP Program to install conservation systems on all cropland, activities (Planning, Application, Contract and Project Support, Practice System Maintenance and Follow-up) would be coded to the EQIP Program.

Exercise 1 Instructions—Cont'd.

  • If the landowner intends to use the EQIP Program on only 10 acres of cropland, time would be coded to both EQIP and CTA-Genrl according to the amount of time spent on each.

  • Time on the grazing land would be coded to CTA-GLC.

  • Woodland planning time would be coded to CTA-Genrl and Forestry Incentives Program (FIP), if that program will be used to improve the woodland.

Exercise 1 Thought Process

Exercise 2 Instructions

♦ A farmer has requested assistance for completing a complex comprehensive nutrient management plan.

- • You contacted the area agronomist to obtain assistance, who then contacted the state agronomist for additional help.

- • Both arrive at your office and together you visit the producer.

  - ✓ The producer requests assistance creating a comprehensive nutrient management plan.
  - ✓ Earlier in the spring the DC helped the same producer develop a 500 acre plan for grazing land.

Exercise 2 Instructions—Cont'd.

  - ✓ Application of this grazing plan is funded under a reimbursable agreement with local entities requesting accelerated assistance.
  - ✓ This visit serves as a follow-up to the grazing request and planning of the CNMP.
  - ✓ EQIP assistance has been requested for the CNMP, including using the waste on 300 acres of cropland and installation of an animal waste system structure.

Integrated Accountability System (IAS) Enhancements

Exercise 1 Thought Process

Land Use	Acreage	Time	Activity	Program	Modifier
Cropland	10	2hrs	planning	EQIP	CY
Cropland	35	4hrs	planning	CTA-Genrl	
Grazingland	35	4hrs	planning	CTA-GLC	
Forestland	10	5hrs	planning	FIP	
Forestland	10	3hrs	planning	CTA-Genrl	

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Integrated Accountability System (IAS) Enhancements

Exercise 2 Instructions

♦ A farmer has requested assistance for completing a complex comprehensive nutrient management plan.

- • You contacted the area agronomist to obtain assistance, who then contacted the state agronomist for additional help.

- • Both arrive at your office and together you visit the producer.

  - ✓ The producer requests assistance creating a comprehensive nutrient management plan.
  - ✓ Earlier in the spring the DC helped the same producer develop a 500 acre plan for grazing land.

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Integrated Accountability System (IAS) Enhancements

Exercise 2 Instructions—Cont'd.

  - ✓ Application of this grazing plan is funded under a reimbursable agreement with local entities requesting accelerated assistance.
  - ✓ This visit serves as a follow-up to the grazing request and planning of the CNMP.
  - ✓ EQIP assistance has been requested for the CNMP, including using the waste on 300 acres of cropland and installation of an animal waste system structure.

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Exercise 2 Thought Process

Exercise 3 Instructions

♦ You just finished spending 4 hours with a landowner interested in developing an EQIP conservation plan on 300 acres of cropland.

- • Conservation tillage will be applied on all cropland.
- • The landowner offered 10 acres of CRP under continuous sign-up, which you discuss for an hour.
- • She already has a 1 year-old CRP contract on a 5-acre buffer, so you completed the status review which took another hour or so.
- • On the way back to the office you hit a deer on the road and run off into a WRP restoration site.
- • 2 hours later you make it back to the office.

♦ How do you charge your time?

Exercise 3 Thought Process

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Integrated Accountability System (IAS) Enhancements

Exercise 2 Thought Process

Land Use	Acreage	Time	Activity	Program	Modifier
Cropland	300	4hrs	planning	EQIP	CY
Grazingland	500	1hrs	appl . or follow-up	CTA-GLC	RN

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Integrated Accountability System (IAS) Enhancements

Exercise 3 Instructions

♦ You just finished spending 4 hours with a landowner interested in developing an EQIP conservation plan on 300 acres of cropland.
- • Conservation tillage will be applied on all cropland.
- • The landowner offered 10 acres of CRP under continuous sign-up, which you discuss for an hour.
- • She already has a 1 year-old CRP contract on a 5-acre buffer, so you completed the status review which took another hour or so.
- • On the way back to the office you hit a deer on the road and run off into a WRP restoration site.
- • 2 hours later you make it back to the office.

♦ How do you charge your time?

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Integrated Accountability System (IAS) Enhancements

Exercise 3 Thought Process

Land Use	Acreage	Time	Activity	Program	Modifier
Cropland	300	2hrs	planning	EQIP	CY
Cropland	10	1hrs	planning	CRP	CY
Cropland	5	1hrs	qual. assur ./eval .	CRP	PY
		2hrs	gen. mgt. & sup.	CTA-Genrl	

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Exercise 4 Instructions

♦ On the way to a 4-hour cultural resources training session you stop for 1 hour to visit with the Nature Conservancy and Ducks Unlimited representatives to discuss the WHIP program, and share program brochures for distribution to potential customers.

♦ How would you charge your time?

Exercise 4 Thought Process

Open Discussion

♦ Questions and comments regarding Web TCAS definitions

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Web TCAS

Process for Completing Time Sheets

Employee Profile Sheet

Employee Profile Sheet—Cont'd.

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Entering Your Time into Web TCAS

♦ Time sheet example

Web TCAS Time Sheet

Web TCAS Time Sheet—Cont'd.